



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



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GOVERNOR

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SUPERINTENDENT OF
PUBLIC INSTRUCTION

MEMORANDUM

DATE: April 18, 2008

TO: Local and Intermediate Superintendents, Public School Academy Administrators, Special Education Administrators and High School Principals

FROM: Sally Vaughn, Ph.D., *Sally*
Deputy Superintendent/Chief Academic Officer for the Michigan Department of Education

Margaret M. Ropp, Ph.D., *MMR*
Director, Center for Educational Performance and Information

SUBJECT: Changes to the Expected Year of Graduation – Exceptions for Medical Reasons (GAD Memo #3)

The Michigan Department of Education (MDE) applied for and received limited flexibility from the U.S. Department of Education to allow five years as the “standard number of years” for graduation when calculating adequate yearly progress (AYP). This extension of the graduation cohort calculation for AYP is allowed on a case-by-case basis for students with disabilities (students with an individualized education program [IEP]), students who are English-language learners recently arrived in Michigan, and students who have missed school for serious medical reasons.

This exception for medical reasons accomplishes two purposes. It allows a student who has missed school for serious medical reasons to count as an on-time graduate. It also affects the determination of AYP for No Child Left Behind reporting purposes.

2007 Cohort

You have received Graduation/Dropout Review and Comment Application (GAD) Memo #1 that describes the Graduation/Dropout Review and Comment Application process. You have also received GAD Memo #2 that provides information to document the reasons for allowing a student with disabilities who was in the 2007 cohort to be counted in the graduation cohort for 2008 as an on-time graduate.

This memo provides information and forms to document a requested change because of medical reasons. Please use the appropriate attached form to document the reasons for allowing a student who was in the 2007 cohort to be counted in the graduation cohort

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for 2008 as an on-time graduate. In all cases, this graduation extension may be used only for students who are expected to graduate in 2008 with regular high school diplomas, meeting all local graduation requirements, and the criteria specified in the attached form.

The Center for Educational Performance and Information (CEPI) opened the GAD on April 1, 2008 to allow school districts authorized users to make these specific changes (see GAD Memo #1). All changes must be documented and the documentation will remain on file with the local school district. All changes must be submitted to CEPI by April 30, 2008. MDE will review all requests for graduation extensions to assess accuracy, confirm documentation, and approve or deny the requests.

2008 Cohort

For students with medical exceptions who are currently members of the 2008 graduation cohort, a separate updated form will be available to request a fifth year extension into the 2009 cohort.

2009 Cohort

For students with medical exceptions in the current graduation cohort of 2009, the documentation functionality for extending a student's graduation data to the 2010 cohort will be integrated directly into the upgraded Student Data System (SDS) available in fall 2009.

Additional Support

1. GAD user support materials and communications are posted on the CEPI Website at www.michigan.gov/cepi.
2. MDE and CEPI collaborated with the Michigan School Public Relations Association (MSPRA) to develop a toolkit with talking points, a fact sheet, and frequently asked questions (FAQs) documents to assist districts in communicating internally and externally. This toolkit is available at <http://www.michiganedusource.org/GradRatesToolkit.htm>.
3. The Michigan Pupil Accounting and Attendance Association (MPAAA) hosted two training workshops where MPAAA members, along with CEPI and MDE staff, demonstrated the GAD Application and discussed the new documentation and audit requirements. The Lansing workshop was recorded and will be available on-line at www.mpaaa.org.

If you have questions about the form for medical exceptions, please contact the Office of Educational Assessment and Accountability at aypcontactus@michigan.gov or 517-373-1342. If you have questions about the GAD, please contact CEPI customer support at cepi@michigan.gov or 517-335-0505.

Attachment

Five Year Graduation Cohort Form – Medical Exception

Student Name: _____ Birthdate: _____
UIC _____
Medical Condition: _____
School: _____
District: _____ Date: _____

This district understands that special consideration for changing the date for on-time graduation by adding a fifth year of high school must be related to the student's medical condition or emergency.

This is a student who has had a medical emergency or condition that caused the student to delay high school graduation. The student completed his/her fourth year of high school in June of 2007. The district, based on a review of the student's medical history and the student's current transcript:

1. Believes that the student requires a fifth year of high school to complete graduation requirements and to be counted as an on-time graduate for No Child Left Behind reporting purposes,
2. Assures that the student understands the requirements s/he is responsible for meeting in order to receive a regular high school diploma from this district, and
3. Believes that s/he has the ability to meet these requirements.

Based on a review of the student's medical condition and current transcript, the district requests a change in the reporting of this student's expected year of graduation for the following reason(s). (Please mark all that apply.)

Additional time is required to attain the necessary credits to achieve a standard high school diploma because:

- ☐ a. the student's medical condition interfered with the student's academic progress
- ☐ b. the rate of progress in career and technical education programs is adversely affected by the student's medical condition
- ☐ c. the student's rate of progress toward graduation is adversely affected by the illness or death of the student's parent or sibling

Two (2) Required Signatures and Date

1. _____
High School Administrator and Date

1. _____
Superintendent or designee and Date

- 1. This form must be completed, signed, dated and kept on file for intermediate school district (ISD) auditor review.**
- 2. Please provide a copy of the signed form to this district's GAD authorized user so that s/he may submit these data via the GAD by April 30, 2008.**